

TRANSMITTAL SLIP		DATE	13 Apr 87
TO: DDA			
ROOM NO. 7D24	BUILDING Hqs.		
REMARKS:			
FROM: D/IG/Audit Staff			
ROOM NO. 1201	BUILDING Key	EXTENSION	

87-0821x

~~SECRET~~

13 April 1987

MEMORANDUM FOR: Director of Personnel

VIA: Inspector General

25X1 FROM:

Deputy Inspector General for Audit

SUBJECT: Report of Audit of Office of Personnel  
1 December 1984 - 31 December 1986

1. Subject report is attached for your review. Please advise me of action taken on the recommendations.

2. We appreciate the cooperation and assistance provided by your staff during the audit.

25X1 Attachment:  
As stated

CONFIDENTIAL When Separated From Attachment

100-17

25X1  
25X1

SECRET

SUBJECT: Report of Audit of Office of Personnel  
1 December 1984 - 31 December 1986

25X1

C/ASTAD/AS  (13APR87)

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Report of Audit  
Office of Personnel

For the Period  
1 December 1984 - 31 December 1986

SUMMARY

1. During the audit period Office of Personnel (OP) internal controls and procedures were generally effective and in compliance with applicable regulations. Property accountability records have improved considerably since the prior audit. This report contains recommendations which concern monitoring the general ledger account for transportation purchased and improving the processing of overseas medical claims. Other administrative problems, including improving controls for the custody of Government Transportation Requests (GTRs), were discussed with responsible officials and resolved during the audit.

SCOPE

2. The audit included a review of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations. Financial and logistical transactions were reviewed to determine whether documentation, including approvals and certifications, was in accordance with applicable regulations; to ensure that expenditures were within the scope of approved activities; and to verify the accuracy of financial and property accounts.

3. The audit also included a review of Central Travel Service (CTS) which became a function of OP in September 1984 and had been last audited through 31 July 1983 as part of the Office of Finance. The audit period for CTS, therefore, is 1 August 1983 through 31 December 1986.

All Portions Classified SECRET

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GENERAL

4. OP is responsible for developing and administering a centralized personnel program to support Agency operations and activities, for operating a nationwide recruitment program, and for administering the various employee health and retirement benefits programs.

25X1 5. OP has a personnel complement of [REDACTED]. In addition,  
25X1 [REDACTED] non-ceiling personnel are employed to perform a variety of  
25X1 support functions, including operating the Credit Union and  
25X1 Insurance Branch. OP was allotted [REDACTED] for Fiscal  
25X1 Year 1987 including [REDACTED] of property requisitioning  
25X1 authority. During the 25-month audit period OP incurred  
25X1 expenditures of [REDACTED] of which [REDACTED] were  
25X1 subject to review this audit. The balance of [REDACTED]  
primarily for personnel compensation, is audited separately.  
The most recently reported value of accountable property is

25X1 [REDACTED]

DETAILED COMMENTS

25X1

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